

Alhambra Unified School District
Uniform Complaint Procedures (UCP) Annual Notice

For students, employees, parents/guardians, school and district advisory committee members, appropriate private school officials, and other interested parties.

The *Alhambra Unified School District* is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

Programs and activities subject to the UCP:

- Accommodations for pregnant and parenting students
- Adult Education programs
- After School Education and Safety programs
- Agricultural career technical education
- Career technical and technical education and career technical and technical training programs
- Child care and development programs
- Compensatory education
- Consolidated categorical aid programs
- Course periods without educational content, when students in grades 9-12 are assigned to such courses more than one week in any semester or in a course the student has previously satisfactorily completed, unless specified conditions are met
- Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics
- Educational and graduation requirements for students in foster care, homeless students, students from military families, students formerly in a juvenile court school, migrant students, and immigrant students participating in a newcomer program
- Every Student Succeeds Act
- Local control and accountability plan
- Migrant education
- Physical education instructional minutes
- Student fees
- Reasonable accommodations to a lactating student
- Regional occupational centers and programs
- School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding
- School safety plans
- School site councils as required for the consolidated application for specified federal and/or state categorical funding
- State preschool programs
- Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
- Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

A UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one (1) year from the date the alleged violation occurred.

A UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six (6) months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct.

A student enrolled in any of our public schools shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.

A complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

Complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within sixty (60) days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant.

For programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within thirty (30) calendar days of receiving the district's decision.

Civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable.

The district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, and the complaint process.

Compliance Officer:

Assistant Superintendent, Student Support Services
1515 West Mission Road, Alhambra, CA 91803
626-943-3410

The Compliance Officer is knowledgeable about the laws and programs that they are assigned to investigate in the Alhambra Unified School District.

A copy of the *Alhambra Unified School District* UCP policy and complaint procedures shall be available free of charge.

Revised 7/2022